

DEPARTMENT OF THE ARMY
ACQUISITION EXECUTIVE SUPPORT AGENCY
9900 BELVOIR ROAD, SUITE 101
FORT BELVOIR, VIRGINIA 22060-5567

REPLY TO
ATTENTION OF

SFAE-CON

31 MAR 2003

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Contracting Career Program (CP-14) GS-1102 and GS-1105
Job Descriptions**

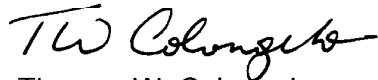
Over the next five years, job descriptions will be drastically reduced from more than 180,000 civilian positions to not more than 15,000 Army wide. Memorandum entitled "Reduction in the Number of Civilian Position Descriptions," dated February 8, 2002 directs the Deputy Chief of Staff, Assistant G-1 for Civilian Personnel Policy to develop fewer and more generic civilian job descriptions within the Army. This effort will benefit everyone by streamlining the recruitment process.

The CP14 Professional Development Committee (PDC) had previously undertaken a similar initiative. That effort focused on job descriptions for GS-1102-7/11 interns, GS-1102-11/12 and the GS-1105 series. This office is completing that effort. The PDC will soon undertake to develop new job descriptions for GS-1102-13/15.

The job descriptions for the GS-1102 and GS-1105 series can be located on the Army Knowledge Online (AKO) website https://www.us.army.mil/portal/portal_home.jhtml. Directions for downloading these documents will be provided via e-mail.

Request that you review the job descriptions for both the GS-1102 and GS-1105 series and provide comments/concurrence to Ms. Amy Sentner, no later than May 9, 2003. Please provide Ms. Sentner with the names of any individuals who will be reviewing these documents on your behalf so that she may enable their access to the website. Ms. Sentner may be reached at (703) 704-0118, DSN 654-0118, or email: Amy.Sentner@us.army.mil.

Following your concurrence, these job descriptions will be forwarded to the Deputy Chief of Staff, Assistant G-1 for Civilian Personnel Policy for approval.



Thomas W. Colangelo
Director Contracting Career
Program Office

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

U.S. Army Materiel Command, Office of Command Contracting,
ATTN: AMCCP, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC,
Building 4488, Redstone Arsenal, AL 35898-5000

U.S. Army Robert Morris Acquisition Center, ATTN: AMSSB-AC, 4118
Susquehanna Avenue, Aberdeen Proving Ground, MD 21005-5002

U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC, Building
1208E, Fort Monmouth, NJ 07703-5000

U.S. Army Operations Support Command, ATTN: AMSOS-CC, Building 350, 5th
Floor, NW Wing, Rock Island, IL 61299-6000

U.S. Army Tank-Automotive and Armaments Command, ATTN: AMSTA-AQ,
Building 231, Warren, MI 48397-5000

Defense Contracting Command - Washington, 5200 Army Pentagon,
Washington, DC 20310-5200

Army Contracting Agency, ATTN: SFCA, 5109 Leesburg Pike, Skyline 6, Suite
302, Falls Church, VA 22041-3201

Army Contracting Agency, Southern Region Contracting Center,
ATTN: SFCA-SR, 1309 Anderson Way SW, Building 131, Fort McPherson,
GA 30330-1096

Army Contracting Agency, Northern Region Contracting Center, DCSBOS,
ATTN: ATBO-A, 5 North Gate Road, Building SF, Room 306, Fort Monroe, VA
23651-1048

Third United States Army/U.S. Army Forces Central Command, 1301
Anderson Way S.W., Fort McPherson, GA 30330-1064

U.S. Army Medical Command, ATTN: MCAA, Building 2792, Suite 32, 2050
Worth Road, Fort Sam Houston, TX 78234-5069

U.S. Army Intelligence and Security Command, ATTN: IAPC, 8825 Beulah
Street, Fort Belvoir, VA 22060-5246

DISTRIBUTION (CONT):

U.S. Army Medical Research and Materiel Command, ATTN: MCMR-AAZ-A,
820 Chandler Street, Fort Detrick, MD 21702-5014

Military Traffic Management Command, ATTN: MTAQ, Hoffman Building II, 200
Stovall Street, Alexandria, VA 22332-5000

U.S. Army Space and Missile Defense Command, ATTN: SMDC-CM (PARC),
P.O. Box 1500, Huntsville, AL 35807-3801

U.S. Army Contracting Command, Europe, ATTN: AEAPR-PA (PARC), Unit
29331, APO AE 09266

Headquarters, Eighth United States Army, ATTN: FKAQIEAAQ, Unit 15237, APO
AP 96205-0010

U.S. Army, Pacific, ATTN: APAM, B Street, Building T-1 15, Fort Shafter,
HI 96858-5100

U.S. Army South, ATTN: PARC, Building 218, Fort Buchanan, PR 00934

U.S. Army Corps of Engineers, ATTN: CEPR-ZA, 20 Massachusetts Avenue,
N.W., Washington, DC 20314-1000

National Guard Bureau, ATTN: NGB-AQ, Suite 8300, Jefferson Plaza 1, 1411
Jefferson Davis Highway, Arlington, VA 22202-3231

CF:

Headquarters, U.S. Army Materiel Command, Office of Command Contracting,
Contracting Operations Support Division, ATTN: AMCCP-O, 5001 Eisenhower
Avenue, Alexandria, VA 22333-0001